

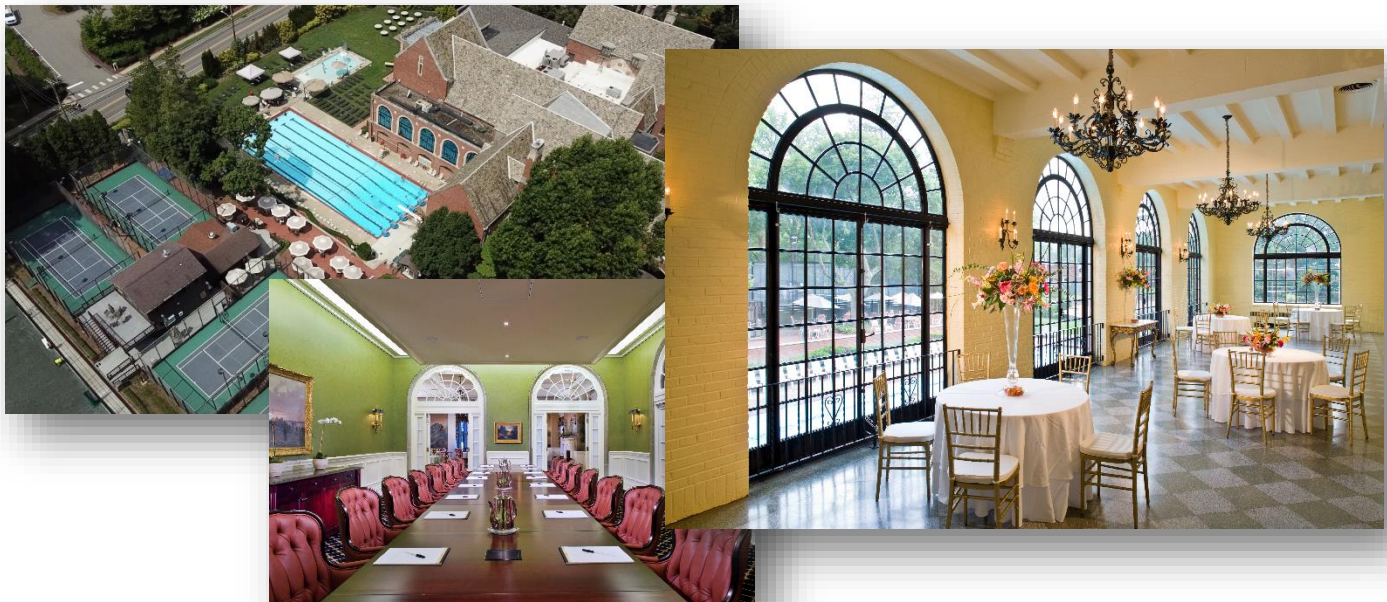


Edgeworth Club
511 East Drive, Sewickley, PA 15143
Reception: (412) 741-8500 www.edgeworthclub.com

The Job

Membership Director – Edgeworth Club

The Membership Director is responsible for the growth of membership (new members), the retention of membership (existing members), and the communications platforms for the Club (social media, member emails, Club website). This individual must be highly tech savvy and data-driven, understand emotional intelligence and member experience, possess business and organizational skills, and comprehend the “member life cycle” within the Pittsburgh market. The Membership Director coordinates the happenings of the Athletic Departments and communicates hospitality happenings from the Assistant General Manager to the Membership. Member programming and engagement are chief priorities of this role.



The Edgeworth Club is a member-owned private bath and tennis club with 490+ member families. The average member-family is an actively working group with 2+ children; while some members are enjoying retirement. The club does a gross annual volume of ~\$4,000,000 with ~\$2,000,000 of that attributed to Food and Beverage. The club is open year round to serve its membership in many capacities. Our organization expects frequent and professional standardized communication which touches and engages all levels of membership.



Edgeworth Club
511 East Drive, Sewickley, PA 15143
Reception: (412) 741-8500 www.edgeworthclub.com

The Property

Facilities:

3.5-Acre Campus
Historic 1930 Stately Clubhouse
Grand Ballroom for Weddings/Events
Outdoor/Indoor Full-Service Fine Dining
Paddle Tennis and Swim Service Hut

Athletic Amenities:

4x Platform Tennis Courts (Fall/Winter)
5x Har-Tru Tennis Courts (Summer)
2x Squash Courts
6x Duckpin Bowling Lanes
State-of-the-Art Fitness Center
30m 6-Lane Pool, Child's Wading Pool

Social Opportunities:

World Class Group Athletic Instruction
Regular A la Carte Dining up to 150x Guests
Banquets and Catering up to 350x Guests
Special Events and Entertainment
Global Wine & Beverage Programming

Junior Programming:

The club offers junior programs during the seasons for tennis, paddle tennis, and swim.
Special events and social promotions target families with children.

The Package

A competitive compensation package includes salary, health/vision/dental individual benefits, holiday bonus, commission/performance bonus, SIMPLE-IRA retirement benefits, vacation and personal time, among other fringe benefits.

The Process

Motivated applicants including experienced professionals and rising stars, should immediately send a tailored cover letter and resume to Matthew Kurtas, General Manager at matthew@edgeworthclub.com or to Matthew Kurtas, General Manager, Edgeworth Club, 511 East Drive, Sewickley, PA 15143.

Applicants will receive notification regarding a phone or local first-round interview, and may be asked for a competitive return interview onsite with fellow teammates.

Edgeworth Club notes that time is of the essence for interviews with the position available as early as June 14th.



Candidates should note physical requirements of the Job, and research the role, the Club, and surrounding area prior to applying. An understanding of our traditions and requirements is vital!

The Responsibilities (to summarize)

Sales Process | Ground-Up Communications | Data Management & Reporting
Member Communication | Brand Management | Member Engagement | Member Programming
Social Media | Delivery of Heartfelt Hospitality | Emphasis on Families

The Requirements (to be clear)

Experience – A rising star or experienced individual is desired. 5+ years in a sales driven or membership-focused enterprise is preferred. A track record of sales, communication, and branding acumen is important and interpersonal member engagement is a necessity.

Education – Bachelors or Associates degree in Marketing, Business, or Communications may prove useful and desirable. Software proficiency expected on Microsoft Office platforms – especially Excel and Publisher, Google Drive platforms, graphic design platforms, among others.

Certification – This position does not call for Association Certifications or software certificates, though such certifications or pursuit of them are desirable.

Physical – Repeated or long-duration motions including walking, bending, stooping, standing, sitting, stair-climbing, etc.

The Events (to name a few)

Daddy Daughter Dance	Private Social Functions: Catered and at-Club
Major Calendar Holidays: Christmas Eve, Easter, July 4th	Big Daddy Splash Labor Day Pool Party
Weddings, Anniversaries, Graduations	Pop-Up Tastings: Whiskey, Wine, Beer
	Athletic Social Mixers